



SOP for Changing Website (Old)

- Goal:
 - All suggestions are considered, but not impulsively, and documented.
- Definition:
 - Web changes are those requiring the effort of webmaster.
- Steps:
 - A team member proposes a change.
 - Including developer and team lead – no one has more or less privilege.
 - Can be on behalf of external interest.
 - Must be deemed feasible by the developer.
 - Not how difficult / costly / useful / etc.
 - The proposer leads a discussion at a team meeting.
 - Team lead ensures adequate time and opportunity for discussion, then decide.
 - If approved, the developer and proposer implement the change.
 - Either way, the proposer documents the process and submits to Record Keeper.
- END.



SOP for Website Change (New)

- This SOP is to keep the website
 - Carefully reviewed, especially those related to external organizations;
 - Concisely organized, not to be cluttered with numerous add-ons; and
 - Relatively stable, not to change too much and often.
- Website Change:
 - Any changes other than routine update.
- Procedure:
 - A team member proposes a change to a developer.
 - The developer decide whether the proposed change is feasible.
 - If yes, the proposer introduce the change to team, by email or at a meeting.
 - Team lead makes the decision after adequate time and opportunity for discussion.
 - If approved, the developer and proposer implement the change.
 - Approved or not, the proposer updates the Log of Website Changes.
- END.



SOP for Website Change

- This SOP is to keep the website **More general**
 - Carefully reviewed, especially those related to external organizations;
 - Concisely organized, not to be cluttered with numerous add-ons; and
 - Relatively stable, not to change too much and often.
- Website Change:
 - Any changes other than routine update. **Too much?**
- Procedure: **Minor clarifications**
 - A team member proposes a change to a developer.
 - The developer decide whether the proposed change is feasible.
 - If yes, the proposer introduce the change to team, by email or at a meeting.
 - Team lead makes the decision after adequate time and opportunity for discussion.
 - If approved, the developer and proposer implement the change.
 - Approved or not, the proposer updates the Log of Website Changes. **Useful?**
- END.